

# **St. John's Lutheran Church**

## **Facility and Property Use Policy**

200 W. Innes Street  
Salisbury, NC 2814  
[stjohns-salisbury.org](http://stjohns-salisbury.org)

## **STATEMENT OF PURPOSE**

St. John's was built to the glory of God to grow disciples whose life and ministry reflect the life and relationship of Jesus helping connect faith & life. Thanks be to God for a facility and property that are a tool in advancing God's kingdom.

## **FACILITIES REQUEST PURPOSE**

St. John's Lutheran Church is community-friendly and opens its doors for all lawful purposes. Approval to use the facilities is at the discretion of Church Staff for all requests.

Use of the facilities will not be permitted for political activities, or for groups whose purpose is to infringe on the rights of others.

The use of the facilities will not be permitted for any unlawful, immoral, or any other use so as to constitute a nuisance or in a manner that disturbs other members of the community.

The use of the facilities is to be for nonprofit purposes only. Admission charges or entrance fees for activities or events on church premises are not encouraged and may be allowed ONLY with Church Staff approval. Monetary donations may be requested, provided however, the Church Staff has been previously notified and the request has been approved.

The use of facilities may not be assigned from one group to another. Any change from the original Facilities Request Form or agreement constitutes a resubmission of the original request with changes and must be approved by the Church Staff.

## **DEFINITION OF FACILITIES**

St. John's Lutheran Church extends the use of the physical facilities, which includes restrooms, standard environmental control, and approved meeting space. The approval for use of the physical facilities is defined in the Facilities Use Form submitted and properly assigned for the request of space. The use of the facilities does not include classroom supplies, arts and crafts supplies, office supplies, kitchen supplies, kitchen equipment, musical instruments, or printed materials, and electronic equipment except as approved for use by St. John's Staff members in St. John's programs and activities. Persons with said approval must be trained by a Staff member when using any equipment. *If use of the mini-bus is desired, use must abide by the Mini-Bus Operations Policy and request through the Mini-Bus Request Form.*

## **RESPONSIBILITIES OF THE CHURCH**

Users agree and understand that they are using the facilities of St. John's Lutheran Church voluntarily and that they have received no warranty or guarantee from any party acting on behalf of St. John's Lutheran Church whatsoever. The user further agrees that St. John's Lutheran Church assumes no responsibility for accidents or injuries that may occur to anyone while on the premises. St. John's Lutheran Church assumes no responsibility for personal items that are damaged or stolen from church premises. St. John's Lutheran Church is not responsible for providing security officers or other personnel to guard and assist the general public.

## **USER'S RESPONSIBILITIES**

A signed Facilities Request Form represents an agreement between St. John's Lutheran Church and the group leader or group contact person. An approved group may use the Church premises only for the purpose/purposes agreed on between the user and the Church Staff. Facility Request Forms for church programs must be submitted no later than five (5) business days prior to event. Facility Request Forms for community use must be submitted no later than ten (10) business days prior to event. The church must be notified of any changes or cancellations 24 hours prior to event.

All responsibility for the use of the Church facilities is vested in the group leader, group sponsor or group contact and is agreed upon in the Facilities Request Form. The cost of repair or replacement of Church property as a result of vandalism or damage will be billed to the group leader or group contact. The compensation for unauthorized use of classroom supplies, arts and crafts supplies, kitchen supplies and equipment, musical instruments, and printed materials, or electronic equipment will be billed to the group leader or group contact and determined by the St. John's Facilities Manager. The method or means of repair or replacement and the cost incurred for damage or vandalism to Church property shall be at the discretion of the Church's Facilities Manager. Refusal of payment or untimely payment for damages, vandalism, or unauthorized use of any supplies, kitchen equipment, musical instruments, printed materials, playground and athletic equipment or electronic equipment shall be billed to the group leader, or group contact and will be interpreted as a violation of the user agreement.

Implementing and maintaining adequate security, access control, and child protection procedures on the Church premises are the responsibility of the user. The adequacy of implementation and-maintaining of security, access control, and child protection procedures by the user on Church premises are at the discretion of the Facilities Manager.

The user agrees:

- To reset the room to the standard set-up as directed by the Facility Manager.
- To remove trash from the room and place in the dumpster. Dumpsters are located at the CDC on Jackson Street and in the parking lot of the Community Ministry Building.
- To finish all events by 9:00pm
- To return all remotes to designated area in rooms with Audio-Visual equipment

- To turn off lights in the room, power down equipment and confirm that exterior doors are secured.
- All space usage must abide by the whole Facility Use Policy including surface protection, peeler hall displays, and child protection.

Smoking is not allowed on the Church campus.

Alcohol is not permitted on the Church campus except in the service of Holy Communion that must be led by a Pastor or other authorized staff member.

You will be provided a keycard for access to the building the day of your event. If keycard is lost, there is a \$25 charge. There is a two-key maximum per facilities agreement unless approved by Church Staff and noted on the original Facilities Request Form. User keys are required to be returned to the Church Office no later than five (5) days after the user event or termination of the Facilities Agreement.

Users may be required to submit proof of General Liability insurance coverage as well as child supervision/protection documentation before Church Staff approval may be obtained for use of the facilities.

All activities/events that include youth must be supervised at all times while on Church property - before, during and after activities/events - by at least two adult leaders or guardians that are approved under the Child Protection Policy. All activities/events involving youth must comply with the Child Protection Policy, which is available in the Church Office. Individual or organization using St. John's facilities and property must provide a Child Safety Policy from their organization for St. John's to review and keep on file. They would police their own policy; not St. John's. A copy of their policy should be attached to the facility use application.

If any user responsibility is violated and with approval by Church Staff, use of the Church facilities may for any reason or any time, be denied or terminated. If a user agreement is terminated, a thirty (30) day written notice of termination will be submitted to the user.

## **FACILITIES REQUEST FORM**

All requests for the use of the Church's facilities must be accompanied by a completed Facilities Request Form. An incomplete request for a Church Facility space is not a confirmed request and will be considered a tentative request. A tentative request for Church facilities' space may be superseded by Church Staff with a confirmed request for Church space. Matching space to event need and not request is essential in our stewardship. All reservations will be reviewed by staff and accepted through the Facility Request Form process. Facility Request Forms for church programs must be submitted no later than five (5) business days prior to event. Facility Request Forms for community use must be submitted no later than ten (10) business days prior to event. The church must be notified of any changes or cancellations 24 hours prior to event. All fees should be payable to St. John's Lutheran Church.

## **SPACE USAGE & FEES**

### **Church Ministry & Program**

There are no space usage fees for events, ministry and programs carried out by St. John's Lutheran Church. PA Operator fees do apply for use of the Faith Center and Sanctuary. Donations to help offset utility and supply expenses will be accepted.

### **Community Usage**

#### *Classroom Spaces*

Classrooms 212 to 216 are available in the Adult Education hallway along with all meeting spaces in the Community Ministry Center. There is no fee for use of these spaces. Please note that 216 is a small group room, and 213 is equipped with Apple TV.

#### *Additional Spaces*

All other spaces on-campus, including the Retreat Property, will require a \$50 non-refundable deposit. Deposit is required to hold space reservation.

For events with under 75 people	an additional \$50 cleaning fee is charged.
For events with over 75 people	an additional \$100 cleaning fee is charged.
If you are making use of the whole facility	an additional \$200 cleaning fee is charged.

These fees are applicable for each day the space is used for your event, including setup day(s). Please see the wedding guidebook for specific fees regarding wedding ceremonies and receptions. Deposits are to be paid when event is confirmed. Cleaning fees should be paid five (5) days prior to the event.

### **Hospitality Supplies**

We know hospitality is an important part of many events. We can provide coffee and supplies for your event. The cost is \$25 for every 100/people. A member of your event team must come and be trained on the equipment. Please note that as we seek to be good environmental stewards, we do not use Styrofoam products on campus.

### **PA Operator & Audio-Visual Equipment**

If you are using the Faith Center or Sanctuary and are in need of media, you must use a St. John's trained PA Operator. The equipment cannot be run by any other person. The fee is \$40/hour with a two-hour minimum including consultation and set-up. The PA Operator fee will be billed within 24 hours of the event. Payment should be made within five (5) days after the event. There is no fee for using AV-equipment in classrooms. Instructions are present in each room.

### **Kitchen Usage**

We have three reheat kitchens (Pit, ARK, Peeler Hall). We have a full kitchen in the Fellowship Hall with a sanitizer. All kitchen usage requires training prior to use.

### **Nursery Usage**

Nursery use is available for church ministry and programs. Arrangements should be made through the nursery coordinator.

## **SURFACE PROTECTION**

### **WORSHIP SPACES**

#### **Open Flame/Candles**

Open flame or candles are permitted in the three worship spaces – Faith Center, Chapel & Sanctuary - and in other locations as part of congregational worship services (i.e. Children's church, when the Pascal candle is taken out of the sanctuary). Other occasions and uses will be dealt with as they arise and must be approved by the Facilities manager. (i.e. if luminaries might be used on the outside of the building).

Open flame or candles used in a sanctuary below the height of the shoulder should be contained; if possible the exposed flame should be below the height of the container. This includes any handheld candles/candleholders at holiday celebrations. When votive candleholders are used and the flame is at the level of the top of the container care should be taken that no flammable items be near the candles. The candle holder should insulate sanctuary surfaces against heat damage.

Any flame or candles placed on a stand, railing, window sill, or any other surface other than the floor should be as secure as possible; if it is possible to fasten them in place they should be fastened. Care should be taken when placing the candle holders to reduce the possibility of any problems. Care should be given to preventing and protecting the sanctuary surfaces from wax drips or oil spillage.

The education and implementation of flame or candle use in the sanctuaries during worship services is the responsibility of the Worship Ministry Group chair to manage.

The use of flame or candles in the sanctuaries for events other than congregation worship services must be requested and approved prior to the event through the use of the facilities request form process. The education and implementation of flame or candle use outside of regular worship services is the responsibility of the facilities manager.

#### **Decorating**

Permanent hanging hardware has been approved and located in the sanctuaries and other areas that are typically decorated (i.e. doors for wreaths) jointly by the Worship Ministry Group, the Property Committee and the Facilities Manager. These are the only approved points of connection for the Sanctuary and other holiday decorations.

All decoration hanging devices must be approved by the Facilities Manager before use anywhere on the church campus. It is at the discretion of the Facilities Manager to approve the type, application and appropriateness of the hangers.

Absolutely no nails, tape, glue, screws, staples or tacks are allowed to penetrate any surface in the sanctuaries *other than the ones that are already in place.*

Care should be given to protect all surfaces from any potential damage. When protective barriers are practical they should be used to prevent any possible damage associated with decorations. When possible, potted plants should have saucers under them to catch moisture.

No uncoated wire should be used on the silver altar vases on either side of the main sanctuary altar. Care should be taken that the floral arrangements in the vases are not so top heavy that they require too much additional support.

### **All Other Spaces**

Any and all means of attaching items to the surfaces of the church other than the permanent hanging hardware and their locations must be approved by the facilities manager prior to their installation. When hanging signs, decorations or anything on the walls, you must use a tacky adhesive provided by the Facilities Manager. For specific areas where signs can be displayed, please see the Peeler Hall Usage and Display Policy.

Needs for outside signage should be approved by the Facilities Manager and noted on the Facilities Request Form.

All table top surfaces must be covered to protect them from any activities that could stain, mark, or damage their surfaces. Table tops must always be covered if used for eating or arts and crafts with the exception of café/coffee tables in Peeler Hall. The education and implementation for protecting the table surfaces is the responsibility of the church Ministry Group. Tensile or glitter are not approved decorating material on campus.

Only church approved loaner inventory may be used in outside areas or off campus.

## **PEELER HALL DISPLAY POLICY**

In Peeler Hall nothing is to be displayed without prior communication with staff through the receptionist. Nothing is to be put on walls or doors, including glass doors. All posters will be displayed on monitors for upcoming events. Special displays must be approved with staff through receptionist prior to advertising. Established fundraising policies also apply to Peeler Hall.